UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Arkansas State Office
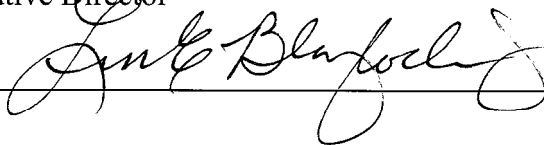Little Rock, Arkansas 72201

For: All County Offices

ADP Password Changes

Approved by: State Executive Director

1   Overview

A Background

Current procedure mandates the master security password, as well as all user passwords, require changing every 90 days.

B Purpose

The purpose of this notice is to:

- coordinate password changes so that passwords are changed simultaneously in each office
- provide directions in Exhibit 1 for changing security passwords on the AS400 side
- provide directions in Exhibit 2 for changing user and security passwords on the SSP side
- provide instructions to confirm, update, or change STARTDATE CHECKING to 95 days (Exhibit 2)
- provide Exhibit 3, a form to maintain passwords for this period.

C County Office Action

The County Office Master Security Officer shall:

- complete Exhibits 1, 2 and 3 of this notice on Friday, September 12 or Monday, September 15, 2003
- notify the State Office of any variances or alterations from the instructions in this notice
- complete an IBMSAVE upon completion of all instructions.

Disposal Date	Distribution
January 5, 2004	County Offices

Exhibit 1

CHANGING SECURITY PASSWORDS ON AS400	
STEP	ACTION
Requirements for the AS400 UserIDs.	
• Passwords must be changed every 90 days	
• Passwords must be 8-10 characters in length	
Three incorrect attempts to sign on will disable that userid.	
Please follow these instructions when changing AS400 UserId Passwords.	
1	Sign on the AS/400 with MASTER Security USERID.
2	On the AS/400 main menu type: **chgusrprf**
3	Press ENTER
4	On the User Profile blank, type in the UserID: **ARMSTxxx** (xxx = county code)
5	Press ENTER
6	On the 'Change User Profile' screen User Password will show *SAME. Type over this with the new 8 character password
7	Press ENTER
8	You will be returned to the main AS/400 menu and a message will be on the bottom of the screen saying that changes have been made to the profile.
9	All sites now have an Alternate Security USERID, repeat the above procedure to change the password for AR **ALTxxx**. (8 characters are needed) Test both UserIDs to see if new password works. If not call District Contact or STO for help in getting it reset.
10	Record these UserIDs and Passwords on Exhibit 3 of this notice.

CHANGING USER & MASTER SECURITY PASSWORDS ON SSP SIDE OF AS400

STEP	ACTION
1	Sign on with MASTER Security USERID.
2	On MAIN SYSTEM/36 help menu type: SECEDIT
3	Press ENTER
4	Press CMD 6 to show passwords.
5	Change password
6	Press ENTER
7	Roll to next USERID.
8	Change password.
9	Press ENTER
10	Continue with steps 7, 8, and 9 until ALL USER passwords have been changed, including the Master Security Password. **(Note: Since the telecommunications password is changed at a different time when prompted by the System, do not change the AR xxxCOM password now).**
11	Record all new passwords on Exhibit 3 of this notice. After all passwords have been changed press CMD 7.
12	On MAIN SYSTEM/36 Help Menu type: SECLIST USERID,PRINTER,PW,USERID
13	Press ENTER.
14	File resulting printout in secure location.
15	**TO CHECK THE # OF DAYS TO KEEP CURRENT PASSWORD** On MAIN SYSTEM/36 help menu type: SECDEF USERID,STRTDATE Maximum number of days user may keep current password must be 095. Press enter and then CMD 7.
16	Sign off the system.

AS/400 PASSWORD RECORD
FOR

DATE:_____

TELECOMMUNICATIONS PASSWORD	
MASTER SECURITY PASSWORD	
INDIVIDUAL USERID & PASSWORDS	
AR/AS400 PASSWORDS	
ARAS400 (This was not changed)	
AR MST____	
AR ALT____	
QSECOFR (This was not changed)	

Retain this exhibit in a file to assist assigned personnel in the absence of the Console Operator.

COMPLETE AN IBMSAVE UPON COMPLETION OF THIS NOTICE.